

Instructors: Grade Roster

Concept

This business process demonstrates using the **Grade Roster** to enter and/or approve grades for a class section.

Click the  icon to access the grade roster for a specific class section.


Procedure

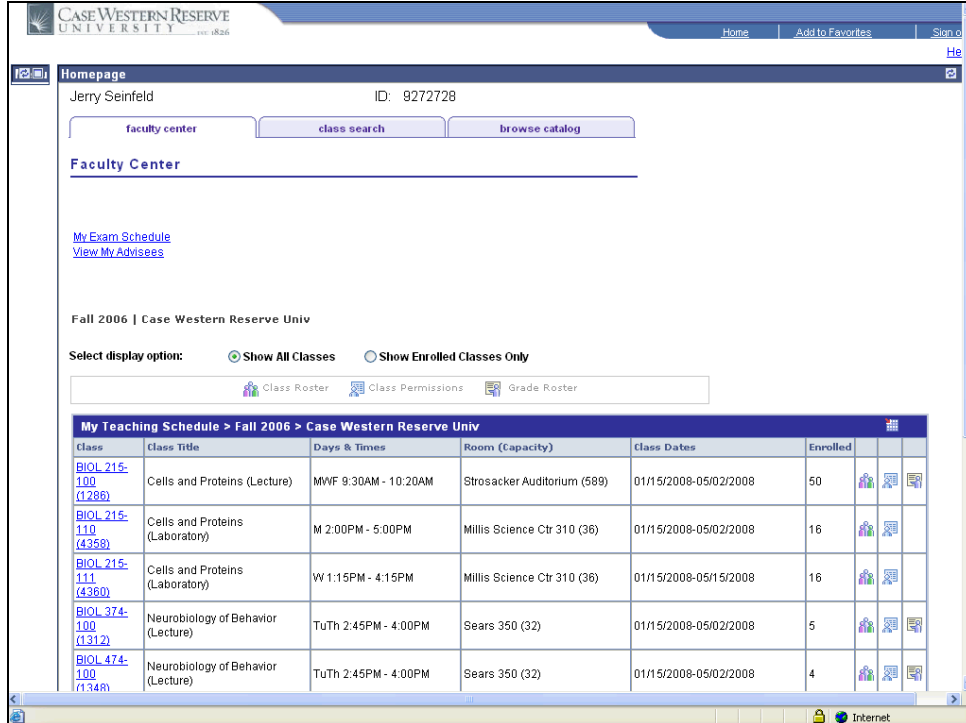
Use the **Grade Roster** process to enter and approve grades for your classes.

Step	Action
1.	Beginning on the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.


Business Process Document

Faculty Center: Instructors: Grade Roster

Step	Action
3.	<p>Click the Sign In button.</p> 



Class	Class Title	Days & Times	Room (Capacity)	Class Dates	Enrolled	
BIOL_215-100 (1288)	Cells and Proteins (Lecture)	MWF 9:30AM - 10:20AM	Strosacker Auditorium (589)	01/15/2008-05/02/2008	50	
BIOL_215-110 (4358)	Cells and Proteins (Laboratory)	M 2:00PM - 5:00PM	Millis Science Ctr 310 (36)	01/15/2008-05/02/2008	16	
BIOL_215-111 (4360)	Cells and Proteins (Laboratory)	W 1:15PM - 4:15PM	Millis Science Ctr 310 (36)	01/15/2008-05/15/2008	16	
BIOL_374-100 (1312)	Neurobiology of Behavior (Lecture)	TuTh 2:45PM - 4:00PM	Sears 350 (32)	01/15/2008-05/02/2008	5	
BIOL_474-100 (1348)	Neurobiology of Behavior (Lecture)	TuTh 2:45PM - 4:00PM	Sears 350 (32)	01/15/2008-05/02/2008	4	

Step	Action
4.	<p>The Faculty Center appears.</p> <p>On top of the Faculty Center tab is your name and EmplID.</p>
5.	<p>On the My Teaching Schedule grid, locate the class for which you want to assign grades. Click its Grade Roster icon.</p> 
6.	<p>Decision: What would you like to do?</p> <ul style="list-style-type: none"> Enter and submit grades Go to step 7 on page 3 Review/change and submit grades entered by a proxy Go to step 15 on page 7

Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

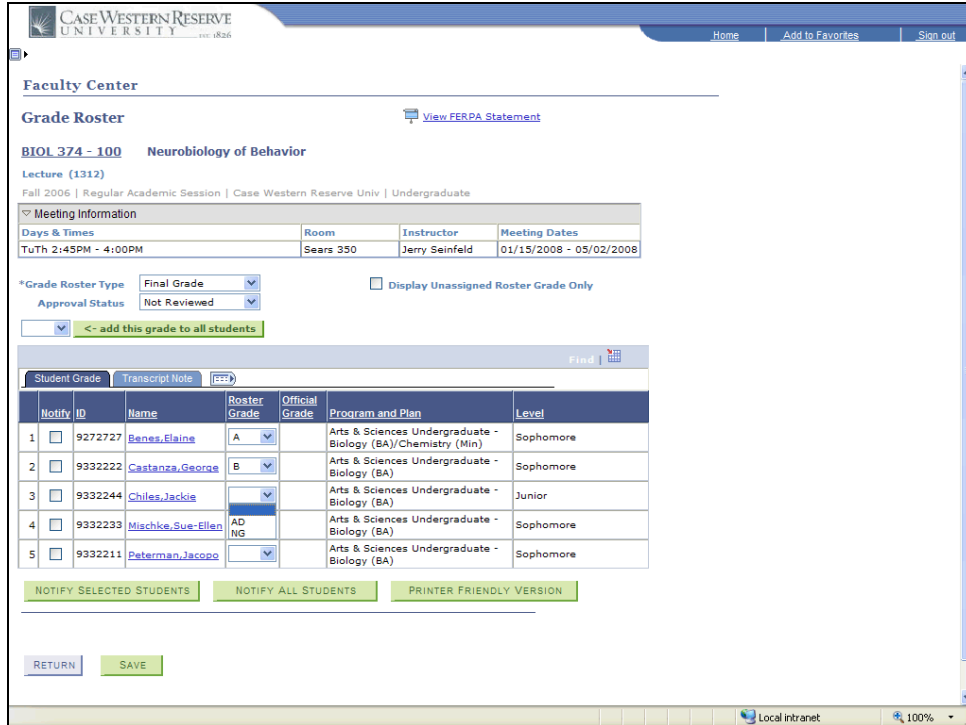
Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	<input type="text" value=""/>		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	<input type="text" value=""/>		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	<input type="text" value=""/>		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	<input type="text" value=""/>		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo	<input type="text" value=""/>		Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
7.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The Grade Roster Type dropdown list contains the default Final Grade.</p> <p>The Approval Status dropdown list contains the value Not Reviewed.</p>
8.	<p>To assign a grade to a student, click on a dropdown list in the Roster Grade column.</p> <p><input type="text" value=""/></p>
9.	<p>The grading basis appropriate to the particular student appears in the dropdown list. Select the appropriate grade.</p> <p><input type="text" value="A"/></p>

Business Process Document

Faculty Center: Instructors: Grade Roster



Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

Student ID	Name	Roster Grade	Official Grade	Program and Plan	Level
9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
9332222	Castanza, George	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
9332244	Chiles, Jackie			Arts & Sciences Undergraduate - Biology (BA)	Junior
9332233	Mischke, Sue-Ellen	AD/NG		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
9332211	Peterman, Jacopo			Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
10.	<p>You may not know if a student has changed his grading basis from the class grading basis until you enter his grade.</p> <p>In this example, one student has chosen to audit the class, so the only grades available to give him are <i>Audit</i> and <i>No Grade</i>.</p>

Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

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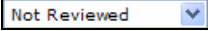
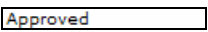
Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore

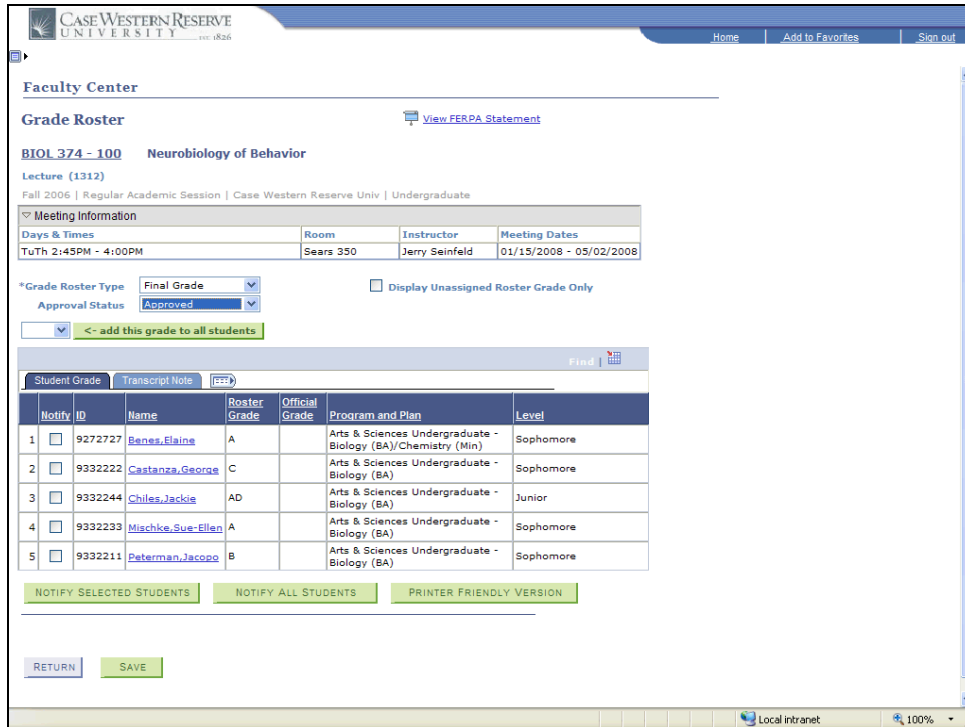
Step	Action
11.	When you are finished entering grades, click on the Approval Status dropdown list. 
12.	If you are ready to submit the grades, click the Approved list item. 



To save the grades in the Grade Roster but not submit them (for instance, if only part of the class has been graded), select **Ready for Review** from the dropdown list, then click **Save**. You can return to the Grade Roster at a later time to finish the process.

Business Process Document

Faculty Center: Instructors: Grade Roster



Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information


Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

Approval Status:

Student Grade | Transcript Note

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
13.	Click the Save button to submit the grades. 
14.	This completes the process of entering and submitting grades in the Grade Roster. The students' grades for the class are now submitted. End of Procedure. Remaining steps apply to other paths.

Faculty Center

Grade Roster [View FERPA Statement](#)

BIOL 374 - 100 **Neurobiology of Behavior**

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Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

Approval Status: **Ready for Review**


<- add this grade to all students <- add this requirement designation to all students

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo			Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
15.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The Grade Roster Type dropdown list contains the default Final Grade.</p> <p>The Approval Status dropdown list contains the value Ready for Review. That means that your grading proxy has entered students' grades for this class.</p>
16.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> Change grades before submitting Go to step 17 on page 8 Submit grades Go to step 22 on page 10

Business Process Document

Faculty Center: Instructors: Grade Roster



Faculty Center

Grade Roster [View FERPA Statement](#)

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Meeting Information

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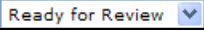

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

Approval Status: **Ready for Review**

Student Grade | Transcript Note

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo			Arts & Sciences Undergraduate - Biology (BA)	Sophomore

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Step	Action
17.	To change a grade prior to submitting, click on the Approval Status dropdown list. 
18.	Click the Not Reviewed list item. 

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TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo			Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
19.	Changing the Approval Status to Not Reviewed activates the Roster Grade dropdown lists, thus enabling you to choose a new grade for any student.

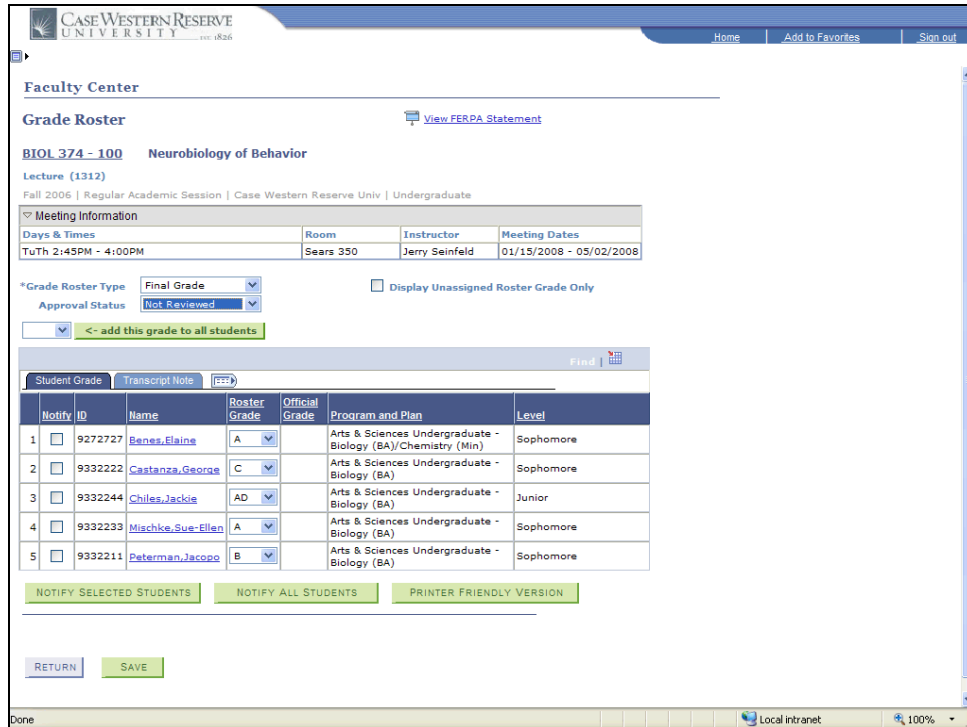


To specifically locate students that have not been given a grade in the Grade Roster, click the Display Unassigned Roster Grade Only checkbox. This will cause only those students who have not had grades assigned to them to show up on the Grade Roster. To make the entire roster list reappear, click the Display Unassigned Roster Grade Only checkbox again.



Business Process Document

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Faculty Center

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Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

Approval Status: **Not Reviewed**

Student Grade	Transcript Note	Find				
Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	C		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
20.	To reassign a grade to a student, click on the student's dropdown list in the Roster Grade column. <input type="text" value="C"/>
21.	Select the appropriate grade. Only those grades applicable to the student's grading basis will appear. <input type="text" value="E"/>
22.	When you are finished reviewing grades, click on the Approval Status dropdown list. <input type="text" value="Not Reviewed"/>
23.	Click the Approved list item. <input type="text" value="Approved"/>

Faculty Center

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Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Jerry Seinfeld	01/15/2008 - 05/02/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

Approval Status: **Approved**

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	9272727	Benes, Elaine	A		Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Sophomore
<input type="checkbox"/>	9332222	Castanza, George	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332244	Chiles, Jackie	AD		Arts & Sciences Undergraduate - Biology (BA)	Junior
<input type="checkbox"/>	9332233	Mischke, Sue-Ellen	A		Arts & Sciences Undergraduate - Biology (BA)	Sophomore
<input type="checkbox"/>	9332211	Peterman, Jacopo	B		Arts & Sciences Undergraduate - Biology (BA)	Sophomore

Step	Action
24.	Click the Save button to submit the grades. <input type="button" value="SAVE"/>
25.	This completes the process of submitting grades in the Grade Roster. The students' grades for the class are now submitted. End of Procedure.